

# UNDERGROUND FACILITY REVIEW

## Requesting a Project Review



19 September 2019  
Rev. 8 July 2020

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## OVERVIEW:

The Office of Underground Coordination (OUC) is a distribution agency within the Chicago Department of Transportation, Division of Infrastructure Management (CDOT DOIM), for all requests regarding existing utility information (Information Retrieval – “IR”) and the review/ approval of construction work in or adjacent to the Public Way (Existing Facility Protection – “EFP”). Per section 2-120-300 of the Municipal Code of Chicago, the Office of Underground Coordination (OUC) is responsible for the protection of the City’s surface and subsurface infrastructure from damage due to planned and programmed construction, installation, and maintenance projects. The intent of OUC membership is to review proposed projects in or adjacent to the right of way prior to construction so that there is minimal damage to existing infrastructure.

The OUC is made up of 28 utility members (both public and private agencies) which review construction documents to determine the effect on existing facilities and determine any adjustments and/or relocations that will be necessary.

Abovenet/Zayo Communications Inc	CTA – Engineering
AT&T – Illinois/SBC	CTA – Traffic
AT&T – Local Network	Department of Water Management – Sewer Section
Bureau of Forestry	Department of Water Management – Water Section
CDOT – Division of Electrical Operations	Digital Realty Trust/Lakeside Technology Center
CDOT – Division of Engineering	Enwave Chicago
CDOT – Division of Infrastructure Management	JC Deaux North America
CDOT – Division of Project Development	Level 3 Communications/CenturyLink
CDOT – Red Light Camera	MCI
Chicago Park District	Mobilitie LLC
ComCast	MWRD
ComEd – Distribution	Peoples Gas
ComEd – Transmission	RCN
Crown Castle	Wide Open West

There are three types of reviews that are conducted.

1. Information Retrieval (IR) to determine what type of underground facilities are present in a given area
2. Existing Facilities Protection (EFP) reviews are conducted to determine impacts on underground facilities due to a proposed project. Plans are revised until all utility members with impacted underground facilities approved the design. The City will not issue a public way permit until EFP approval

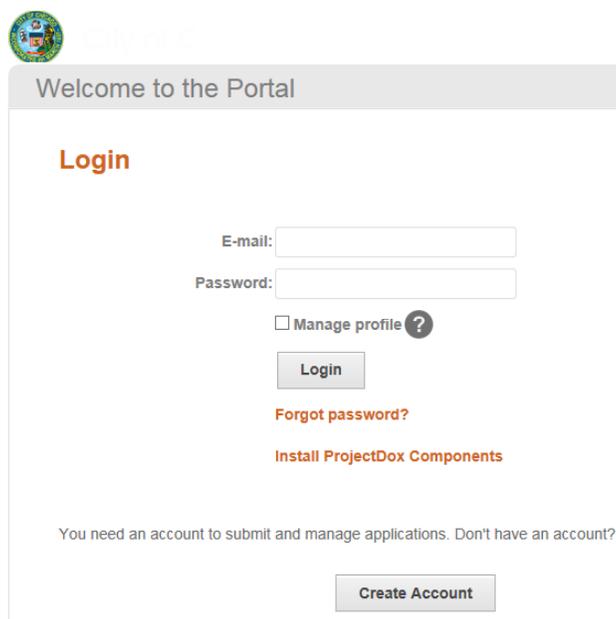
3. Vacation/Dedication (V/D) reviews to determine if an underground facility needs to be moved (or easement provided) and at what cost when public right of way is sold to a private developer

OUC approvals are valid for 1 year outside of the Central Business District (CBD) and 6 months within from the response required date. For OUC purposes the CBD is defined by Division Street on the north; Lake Michigan on the east; Cermak Road on the south; and Halsted Street on the west.

## LOGGING INTO THE APPLICATION:

The OUC review software (ProjectDox® developed by Avolve Software) is accessible through any internet browser. However, it is recommended that Microsoft's Internet Explorer is used when marking up drawings.

To start the process you will need to go to the City of Chicago's Department of Transportation web site and follow the instructions located under the section labeled [https://www.chicago.gov/city/en/depts/cdot/provdrs/construction\\_information/svcs/office\\_of\\_undergroundcoordination.html](https://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information/svcs/office_of_undergroundcoordination.html) or access the application directly at <https://oucplanreview.avolvecloud.com/>. Each company may elect to save the link as a **Favorite** or desktop shortcut for quick access. The following screen will appear:



The screenshot shows a web portal with a grey header bar containing the text "Welcome to the Portal". Below the header, the word "Login" is displayed in orange. There are two input fields: "E-mail:" and "Password:". Below the password field is a checkbox labeled "Manage profile" with a question mark icon. A "Login" button is positioned below the checkbox. Underneath the button are two links: "Forgot password?" and "Install ProjectDox Components". At the bottom of the form area, there is a line of text: "You need an account to submit and manage applications. Don't have an account?" followed by a "Create Account" button.

### New Users:

If this is the first time you are requesting a review you will need to create an account. Click on the **Create Account** button to proceed. The following form will be generated:

**Create Your Account** ?

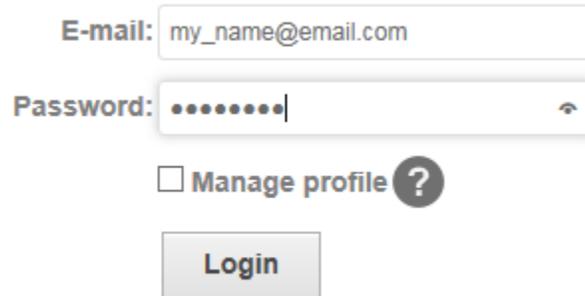
<b>First Name *</b>	<input style="width: 95%;" type="text"/>
<b>Last Name *</b>	<input style="width: 95%;" type="text"/>
<b>Email *</b>	<input style="width: 95%;" type="text"/>
<b>Confirm Email *</b>	<input style="width: 95%;" type="text"/>
<b>Phone *</b>	<input style="width: 70%;" type="text"/> x <input style="width: 10%;" type="text"/>
<b>Additional Phone</b>	<input style="width: 70%;" type="text"/> x <input style="width: 10%;" type="text"/>
<b>Company Name</b>	<input style="width: 95%;" type="text"/>
<b>Address 1 *</b>	<input style="width: 95%;" type="text"/>
<b>Address 2</b>	<input style="width: 95%;" type="text"/>
<b>Country *</b>	United States <input style="float: right;" type="button" value="v"/>
<b>Province/State *</b>	<input style="width: 95%;" type="text"/> <input style="float: right;" type="button" value="v"/>
<b>City *</b>	<input style="width: 95%;" type="text"/>
<b>Postal Code/Zip Code *</b>	<input style="width: 95%;" type="text"/>
<b>New Password *</b>	<input style="width: 95%;" type="password"/>
	Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters.
<b>Confirm Password *</b>	<input style="width: 95%;" type="password"/>
	<input style="margin-right: 20px;" type="button" value="Create My Account"/> <input type="button" value="Cancel"/>

*Note: Throughout the system, required fields are marked with a red asterisk.*

When done click on the **Create my Account** button to submit your request for access to the system. You will be notified by email once the request is approved.

### Existing Users:

If you already have a user account, you can log into the system by entering the email address you registered with and the password you had set up.



E-mail:

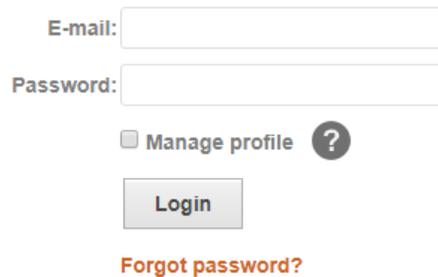
Password:

[Manage profile](#) 

Click on the **Login** button to proceed

### Forgot Your Password:

If you are an existing user but forgot your password, you can have your password reset by clicking on the **Forgot password?** link below the Login button.



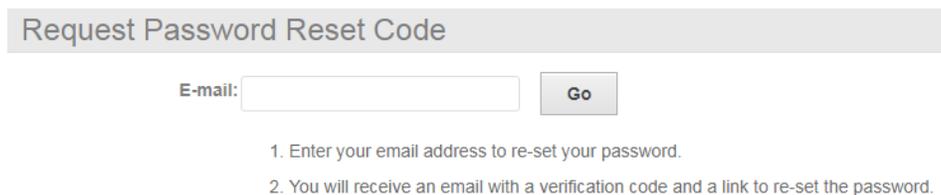
E-mail:

Password:

[Manage profile](#) 

[Forgot password?](#)

You will be asked to enter your email (previously saved in the system)



Request Password Reset Code

E-mail:

1. Enter your email address to re-set your password.
2. You will receive an email with a verification code and a link to re-set the password.

and a verification code and link to reset your password will be emailed to you. Enter the verification code into the form:

Verification Code \* FADC59

Enter the verification code that you received via email to complete

You will then be directed to create a new password

Password: ●●●●●●●●

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters.

Confirm Password: ●●●●●●●● 

and login with your new password

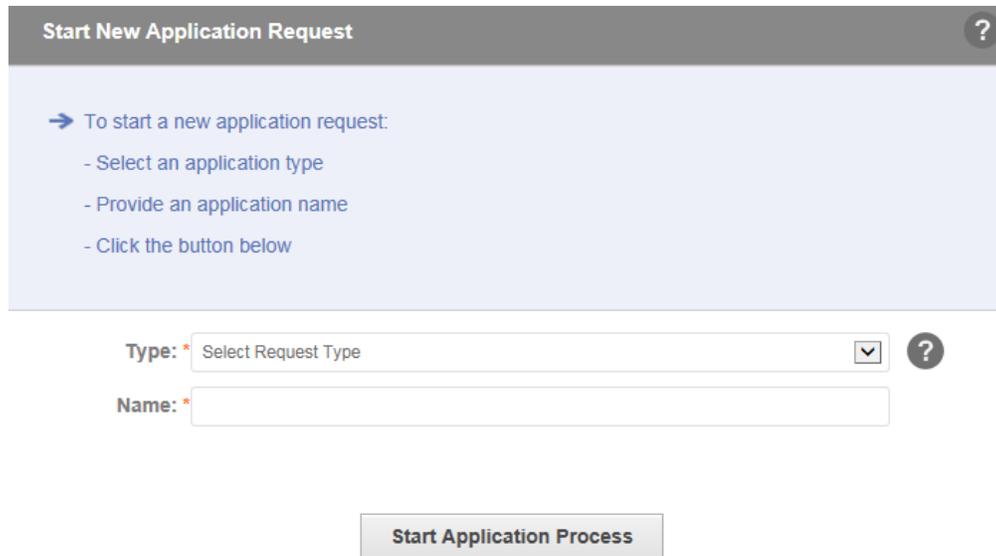
E-mail: my\_name@email.com

Password: ●●●●●●●● 

Manage profile 

## BEGIN AN APPLICATION REQUEST:

To start a new application, select the type of review (IR or EFP) from the drop down next to **Type** box and enter a project name in the **Name** field (the project name will be used by your company to identify the request).

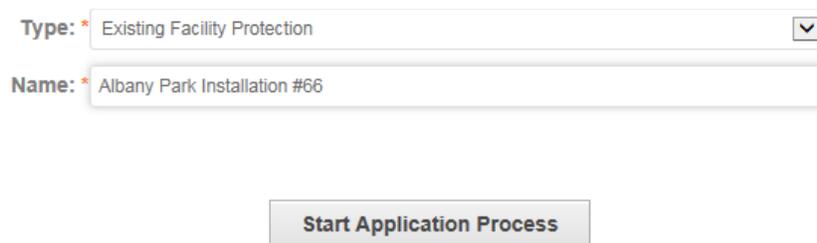


Use the drop down in the **Type** field to select the review type you are requesting:



and in the **Name** field type a unique name for the project (if the name has been utilized you will be directed to type a new project name)

*Note: for the purpose of this document the EFP process will be used. The basic processes discussed will be the same for all review types*



Click on the **Start Application Process** button to proceed.

### Saved Applications:

At any time during the application process you can click on the Save button and exit the process. When you are ready to proceed you can find all your saved applications under the Saved Application section of the launch page.

Saved Applications ?		
REQUEST NUMBER	NAME	TYPE
EFP-1437	Test 4: Post system update	Existir
EFP-1436	Test 3: Post system update	Existir
EFP-1414	Test 07-23-19 Item 66 #3	Existir
EFP-1405	Test 2019-87253 v1	Existir

1 - 4 of 4 records

### Application Form:

The OUC application form will appear. You will need to fill out each section in order for your request to be processed.

### Requestor Section:

Fill in information about the person/company submitting the request and, if applicable, the company the request is being submitted on behalf of.

You can enter information in each field, or you can use the information from your profile (click on the **Copy profile information** checkbox) to populate the fields.

– Requestor

Copy profile information.

First Name \* Ima T.

Last Name \* Est

Company \* My Company/Firm Name

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this [link](#) to submit a new agency request. You will be notified by email once your request is approved.

*Note: The company name will begin filling in after the 1<sup>ST</sup> character is typed, always choose the company from the display.*

Address 1 \* 121 N. Lasalle st, Room 905

Address 2 None

City \* Chicago

State \* Illinois 

Zip Code \* 60602

Phone Number \* (312) 744-0000

Extension

Mobile

Email \* my\_name@email.com

If you are submitting the request on behalf of someone else select **Yes**, otherwise proceed to the next section.

Is this review for another company/person?  Yes  
 No

If you selected Yes for the “review for another company/person” question fill out information about the company, you are requesting on behalf of.

**– This review is being submitted for**

**First Name \***

**Last Name \***

**Company \***

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this [link](#) to submit a new agency request. You will be notified by email once your request is approved.

**Address 1 \***

**Address 2**

**City \***

**State \***  

**Zip Code \***

**Phone Number \***

**Phone Extension**

**Mobile**

**Email \***

*Note: As you complete each section the section header status (left side of header) will change from INCOMPLETE to COMPLETE*

### Agency Confirmation Section:

You will need to confirm the information you entered in the Requestor Section is accurate. Use the drop down next to the Confirmation field to confirm the information entered.

#### - Agency Confirmation - I have completed all above sections

Please confirm agency information is complete to enable the dotMap link for selecting boundaries.

Changing the agency information after boundaries are selected will **delete** the boundary information and require it to be selected again.

Confirmation \*

Confirmation \*

### Project Information Section:

Fill out the basic information about what your project entails.

#### - Project Information

Project Description \*

Are manhole/handhole installations planned in the public way? \*  Yes  No

Tunneling (Includes Directional Boring) Variance Request? \*  Yes  No

Excavation or penetration approaching 12 feet or more? \*  Yes  No  Soil Boring

Internal Project Number

Construction Date

*Note: Based on the answers provided additional questions may appear.*

**Project Description \***

**Are manhole/handhole installations planned in the public way? \***  
 Yes  
 No

**Number of Manholes \***

Please upload manhole/handhole justification letter with plans.

**Tunneling (Includes Directional Boring) Variance Request? \***  
 Yes  
 No

**Excavation or penetration approaching 12 feet or more? \***  
 Yes  
 No  
 Soil Boring

**Do you have one of the following? \***  
 CDOT GeoTech Project Number  
 Department of Building Application Number  
 Neither

**CDOT GeoTech Project Number \***

**Internal Project Number**

**Construction Date**

### dotMap Section:

Use this section to provide the location(s) of your project.

[- dotMap Selection](#)

[Open DotMAP to Select/View Project Boundaries](#)

**Confirmation \***  I have selected the location/area in dotMaps using the link above.

 dotMap link will redirect to view only page after confirmation.

**Location \*** IMPORTANT - Please open the link above, select boundaries in the pop-up window, save, and confirm using the checkbox. This will populate the required 'Location' and 'Fee Amount' fields.

**Fee Amount \***

**Disclaimer \***  I understand that any changes to these boundaries may require submission of a new application.

Click on the **Open DotMAP to Select/View Project Boundaries** hyperlink. A new window will appear where you can enter your project locations.

**CDOT** PROJECT REQUEST **Enter Project Locations**

You can enter up to 10 locations and a total distance of 2 miles. (0.00 / 2.0 miles)

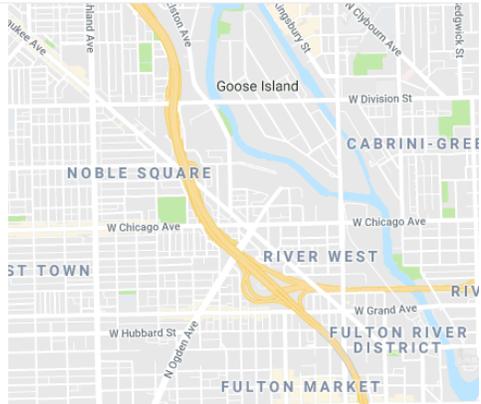
LOCATION 1

Non-street path (including alleys)



Enter address or intersection.

**Add Location**



*Note: You can enter up to ten locations totaling no more than two miles*

You can enter up to 10 locations and a total distance of 2 miles. (0.23 / 2.0 miles)

LOCATION 1 5033 to 4959 N TROY ST 0.12 mi

LOCATION 2 3143 to 3130 W ARGYLE ST 0.05 mi

LOCATION 3

Non-street path (including alleys)

5013 N Kedzie Ave ● Approximate

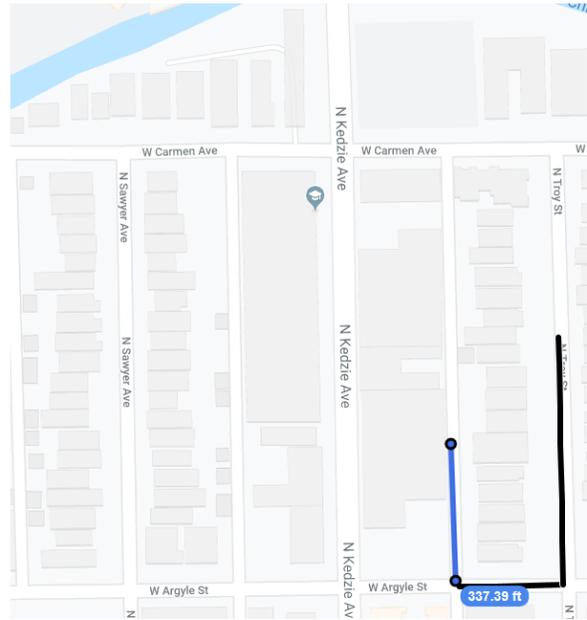
Enter address or intersection.

3151 W Argyle St ● Approximate

Enter address or intersection.

Distance: 337.39 ft

**Add Location**



Initial entries are single point to add a segment click on the **+ Add End Point** button.

**+ Add End Point**

To add additional locations, click on the **Add Location** button.

**Add Location**

If you are adding a location other than a street (e.g., an alley) click on the **Non-street path** box

LOCATION 4

Non-street path (including alleys)

Once all the project location(s) have been entered, click on the **SUBMIT** button located on the top right of the form

Submit

A message will appear informing you that the locations have been saved.



**Project locations have been saved.**

Please return to the application and complete the rest.

You can close the location window and continue filling out the dotMap Section

*Note: For IR reviews you will have an option of drawing a boundary of the containing the proposed project ([See Appendix III](#))*

Next click on the **Confirmation** box to indicate you have entered the project location

Open DotMAP to Select/View Project Boundaries

**Confirmation** \*  I have selected the location/area in dotMaps using the link above.  
*dotMap link will redirect to view only page after confirmation.*

Click on the **Disclaimer** button to indicate that you understand that changes to the project locations may require a new project submission.

**Location** \* 5033 to 4959 N TROY ST,  
3143 to 3130 W ARGYLE ST,  
Alley from 5013 N Kedzie Ave to 3151 W Argyle St,  
5015 N KEDZIE AVE.

**Fee Amount** \* \$50.00

**Disclaimer** \*  I understand that any changes to these boundaries may require submission of a new application.

The project location(s) will appear in the Location box and any review fees (OUC members are not charged, non-members are charged a \$50 review fee) will show in the fee box.

***Please make sure all the information entered is correct. The OUC cannot revise and any fees that have been paid is not refundable and cannot be applied to another project.***

### Project Coordinator Section:

Enter the Name, phone number and email for the Project Coordinator. You can enter up to two coordinators.

**- Project Coordinator 1**

Name \*

Phone \*

Extension

Email \*

---

**- Project Coordinator 2 (optional)**

Name

Phone

Extension

Email

### Signature and Fees Section:

E-sign the project review request to certify that to the best of your knowledge the information provided is true and accurate. The section is also used to generate the review fee for non-OUC members. Upon submitting the request, you will be transferred to the City's on-line payment portal where you can pay the fee either by e-check or credit card. The review will not proceed until payment is made.

- Signature and Fees

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge.

- I, being the authorized applicant, acknowledge that:
1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct, and complete; and
  2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Applicant: Jma T. Est      Signature date:

**Administrative Fees Due:** \$ 50.00

Save & Calculate Administrative Fees

Save for Later

Submit Request

Click on the Checkbox to indicate the information is correct

- I, being the authorized applicant, acknowledge that:
1. I have personally examined and am familiar with  
and
  2. I understand and agree that clicking the box a

This action is date and time stamped

Signature date: **2019-08-21 12:20 PM**

Next click on the **Save & Calculate Administrative Fees** button (you will need to perform this step even if you are an OUC member).

Save & Calculate Administrative Fees

Finally click on the **Submit Request** button

Save & Calculate Administrative Fees

**Administrative Fee Payment (for non-OUC members):**

A screen showing billing Information will appear.

## Billing Information

Amount Due \$50.00

Company Name

First Name \*

Last Name \*

Address 1 \*

City \*

Province/State \*

Postal Code/Zip Code \*

Country \*

Note: Payment information will be entered on the following secure page.

If the information is correct click on the **Pay Now** button, otherwise correct before clicking the button. After hitting the pay now button you will be directed to City's on-line payment portal (see [Appendix I](#)).

Once payment has been made (for non-OUC members) or the submittal completed (for OUC members), a confirmation will be provided. Please retain for your records (you will need this for your next steps).

### Application Request Confirmation

#### Thank You!

Applicant:	Mark Delin
Signature Date:	8/21/2019 12:34:07 PM
Request Number:	EFP-2497
Request Name:	Albany Park Installation #66
Amount:	\$50.00
Order #:	d15939
Approval #:	26073095

Click the **Home** icon to return to the project launch page.

### Current Projects:

The Current Project section shows all your reviews, status and outstanding tasks.

Current Projects			Refresh
PROJECT	STATUS	TASKS (32)	
<a href="#">EFP-2471</a>	In Review	MCI METRO ATS WU Department Review cycle #1	
<a href="#">EFP-2471</a>	In Review	MWRD Department Review cycle #1	
<a href="#">EFP-2460</a>	Upload	Upload and Submit Task	
<a href="#">EFP-2463</a>	Upload	Upload and Submit Task	
<a href="#">EFP-2497</a>	Upload	Upload and Submit Task	

1 - 5 of 50 records

« < prev 1 2 3 4 5 next > »

### Upload and Submit Task:

Find your review request in the Current Project section and click on the **Upload and Submit Task** button. A form will pop-up with several tabs. Note: the top section of each tab will have unique information and the remaining section appear on each of the tabs

## UPLOAD AND SUBMIT

Review Information	Original Application and dotMAP Links	Original Application Data
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### Review Information Tab:

This section contains basic information about the review

Review Information	Original Application and dotMAP Links	Original Application Data
--------------------	---------------------------------------	---------------------------

---

**OUC Number** EFP-2497  
**Description** Installation of conduit in the Albany Park neighborhood of Chicago.  
**Location** 5033 to 4959 N TROY ST, 3143 to 3130 W ARGYLE ST, Alley from 5013 N Kedzie Ave to 3151 W Argyle St, 5015 N KEDZIE AVE.  
**Status** Upload

### Original Application and dotMAP Links Tab:

This section contains a link to dotMaps where you can view a map of the project locations

Review Information	Original Application and dotMAP Links	Original Application Data
<hr/> <b>dotMAP</b> <a href="#">Click to view Map for EFP-2497</a> <hr/>		

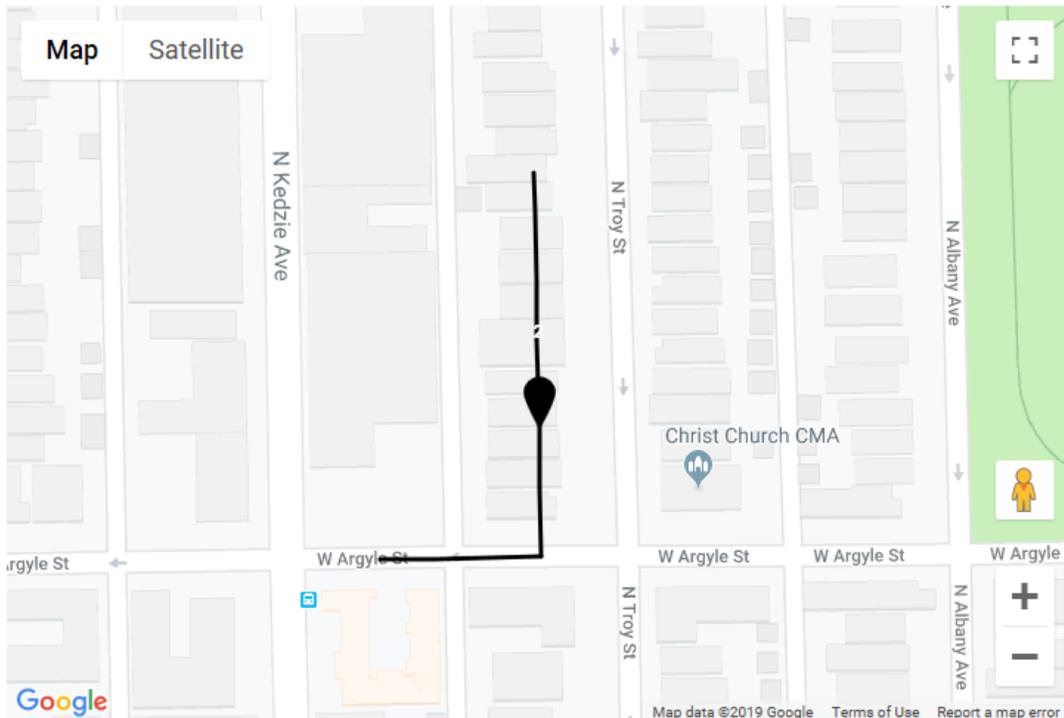
Click on the map link to see a visual of the project locations



City of Chicago  
Department of Transportation  
Office of Underground Coordination  
30 N. LaSalle St., Suite 310, Chicago, IL 60602  
Phone# (312) 744-4828 Fax# (312) 742-3138



OUC Preview  
# EFP-2497



- 1: 5033 to 4959 N TROY ST
- 2: 3143 to 3127 W ARGYLE ST

### Original Application Data Tab:

This section contains basic information entered on the OUC request form

Review Information	Original Application and dotMAP Links	Original Application Data
<p><b>Application Type</b> EFP</p> <p><b>Application Number</b> EFP-2497</p> <p>----</p> <p><b>REQUESTOR</b></p> <p>-----</p> <p><b>Requestor - First Name</b> Ima T.</p> <p><b>Requestor - Last Name</b> Est</p> <p><b>Company</b> CDOT - Division of Infrastructure Management</p> <p><b>Requestor - Address 1</b> 121 N. Lasalle st, Room 905</p> <p><b>Requestor - Address 2</b> None</p> <p><b>Requestor - City</b> Chicago</p> <p><b>Requestor - State</b> IL</p> <p><b>Requestor - Zip Code</b> 60602</p> <p><b>Requestor - Phone Number</b> (312) 744-4141</p> <p><b>Requestor - Extension</b></p>		

### Project Upload Section:

You can upload documents from any tab. The upload process is similar to saving documents on your PC.

#### Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.  
 TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

#### Project: EFP-2497

Select destination folder for files:

-  EFP-2497
  -  Drawings
  -  Documents
  -  Approved
  -  Quick Review
  -  Reference

Click on **Destination** folder for the drawing or document you want to upload for the review

### Project: EFP-2497

Select your files to upload to this folder:

 EFP-2497\Documents

Click on the **Select Files to Upload** button



City of Chicago [Close Window](#)

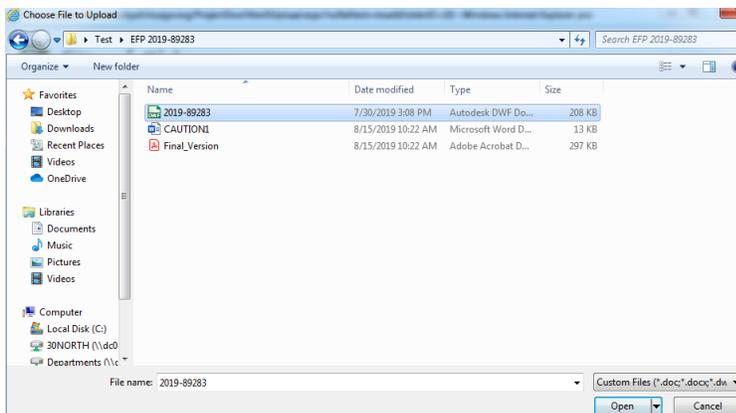
Folder: EFP-2497\Documents

**Browse For Files**

Browse for files or drag files into this area.

---

Click on the **Browse for Files** button to select files to upload from your hard drive or network drive (you can also drag and drop your files)



Click on the **OPEN** button

Folder: EFP-2497\Documents

**Upload Files** **Upload URL**

---

**Browse For Files** Browse For Files Upload Files

Browse for files or drag files into this area.

---

 2019-89283.dwf 0B/207.23KB ✕

---

0 of 1 uploaded [Hide Details](#)

---

0B/207.23KB

Click on the **Upload Files** button to upload your selected file(s)

**The following files have been uploaded:**

1. 2019-89283.dwf

Close

Click on the **Close** button

To load documents into a different folder, click on the **View Folders** button and repeat the procedure.

View Folders

### Add or Remove Group Members:

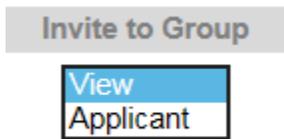
You have the ability to add (or remove) members of the group who can view or edit this specific project request.



The screenshot shows two sections of a web interface. The top section, 'Add Group Members', has a header bar with four columns: 'First Name', 'Last Name', 'Email', and 'Invite to Group'. Below each column is an input field. The 'Invite to Group' field has a dropdown menu with 'View' selected. The bottom section, 'Remove Group Members', has a header bar with two columns: 'Remove from Group' and 'User'. Below 'Remove from Group' is a dropdown menu with 'View' selected. Below 'User' is a dropdown menu with 'Michael Collins (mcollins@avolvesoftware.com)' selected.

To invite a user to the project:

1. Type the user first name in the field labeled First Name
2. Type the user last name in the field labeled Last Name
3. Type the user email in the email field (the user will be notified by email of the invite)
4. Using the drop down in the Invite to Group field indicate if the user will have view only rights or can perform edits (Applicant)

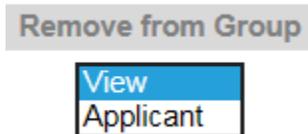


The screenshot shows a grey button labeled 'Invite to Group'. Below it is a dropdown menu with 'View' selected and 'Applicant' as an option.

5. Click on the **Invite User** button

To remove someone from the group

1. Using the drop down in the Remove from Group field indicate if the user has View or Applicant rights



The screenshot shows a grey button labeled 'Remove from Group'. Below it is a dropdown menu with 'View' selected and 'Applicant' as an option.

2. Using the drop down in the User field select the user you wish to remove



The screenshot shows a grey button labeled 'User'. Below it is a dropdown menu with the following options: 'Michael Collins (mcollins@avolvesoftware.com)', 'Ellie Kim (ekim@avolvesoftware.com)', 'dotMaps User (user@cdotmap.com)', and 'Test User (TestUser@test.com)'. The first option is selected.

3. Click on the **Remove User** button

### Upload Task Complete:

To complete the task, you will need to click on the **Upload Task Complete** checkbox

---

Upload Task Complete (I have uploaded all required drawings and/or documents)

---

Upload Complete - Notify Jurisdiction

Save For Later

Click on the **Upload Complete – Notify Jurisdiction** button to complete your submittal

---

Upload Task Complete (I have uploaded all required drawings and/or documents)

---

Upload Complete - Notify Jurisdiction

Save For Later

The following message should appear



Thank you for submitting your plans. You will receive an email soon confirming the submission and start of the pre-screening process.

OK

Cancel

You can log out of the application by clicking on the Logout icon on the top right of the form

| [Logout](#)

## REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS:

Login and search for your project request

Current Projects		Refresh
PROJECT	STATUS	TASKS (50)
<a href="#">EFP-3543</a>	Upload	<b>Upload and Submit Task</b>
<a href="#">EFP-3552</a>	Upload	<b>Upload and Submit Task</b>
<a href="#">EFP-3551</a>	Upload	<b>Upload and Submit Task</b>
<a href="#">EFP-3562</a>	Applicant Corrections	<b>Respond and Resubmit Task</b>

### View Comments:

Click on the **Respond and Resubmit Task** button



If there were any Chagemarks you can view them by clicking on the **View/Edit Chagemark Items** button



## Workflow Review Chagemark Viewer

 Refresh Review Cycle:  Group:

REF #	STATUS	FILE IMAGE	DEPARTMENT
<input type="text" value="▽ Equals..."/>	<input type="text" value="▽ Contains..."/>		<input type="text" value="▽ Contains..."/>
0 - 0 of 0 records			

Click on the **View Full Report** button to generate a report showing all Changemarks

### Changemarks Report

<b>Project Name:</b>	EFP-3562
<b>Workflow Started:</b>	09/16/2019 9:37 AM
<b>Report Generated:</b>	09/16/2019 01:24 PM

Grouping	Cycle	Ref #	Complete?	Status	Department	Snapshot	File	Mark
----------	-------	-------	-----------	--------	------------	----------	------	------

Can view the Checklist Items by clicking on the **View/Edit Checklist Items** button

[View/Edit Checklist Items \(35\)](#)

### Workflow Review Checklist Item Viewer

[Refresh](#)

#### Selected Checklist Items for All Review Cycles

Review Cycle:  [Save Settings](#) [Reset Settings](#)

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	STATUS	COORDINATOR
1	EFP	CHICAGO PARK DISTRICT	Existing Facility Protection	1	Project does not affect existing facilities		Unresolved	
2	EFP	COMCAST	Existing Facility Protection	1	Project location interferes with existing facilities - Facility relocation required		Resolved	
3	EFP	COMCAST	Existing Facility Protection	1	Project location interferes with existing facilities - Facility support required		Unresolved	
4	EFP	COMED DISTRIBUTION	Existing Facility Protection	1	Permit Issuance Authorized		Unresolved	
5	EFP	COMED DISTRIBUTION	Existing Facility Protection	1	Conflict Resolved by Project		Resolved	

Click on the **Close** button to return to the form

You can view any uploaded drawings or documents by clicking on the appropriate folders and document

**Project: EFP-3562**

Select destination folder for files:

- ▼  EFP-3562
  -  Drawings (1 Files - 1 New)
  -  Documents (1 Files - 1 New)
  -  Approved
  -  Quick Review
  -  Reference

- ▼  EFP-3562\Documents
  -  Manhole Justification Letter VZ-ST-1964.pdf

**Respond to Comments:**

Click on the Project

[EFP-3562](#)

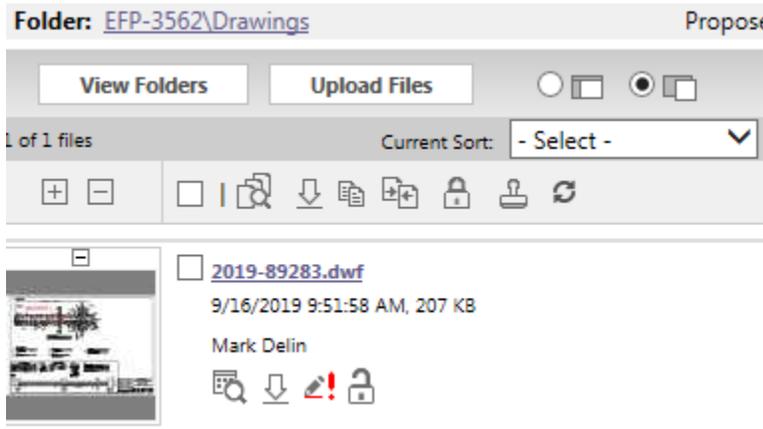
and click on the folder you wish to upload any new documents to

**EFP-3562**

**Main Contact:**

[Expand current](#) | [Collapse](#) | 

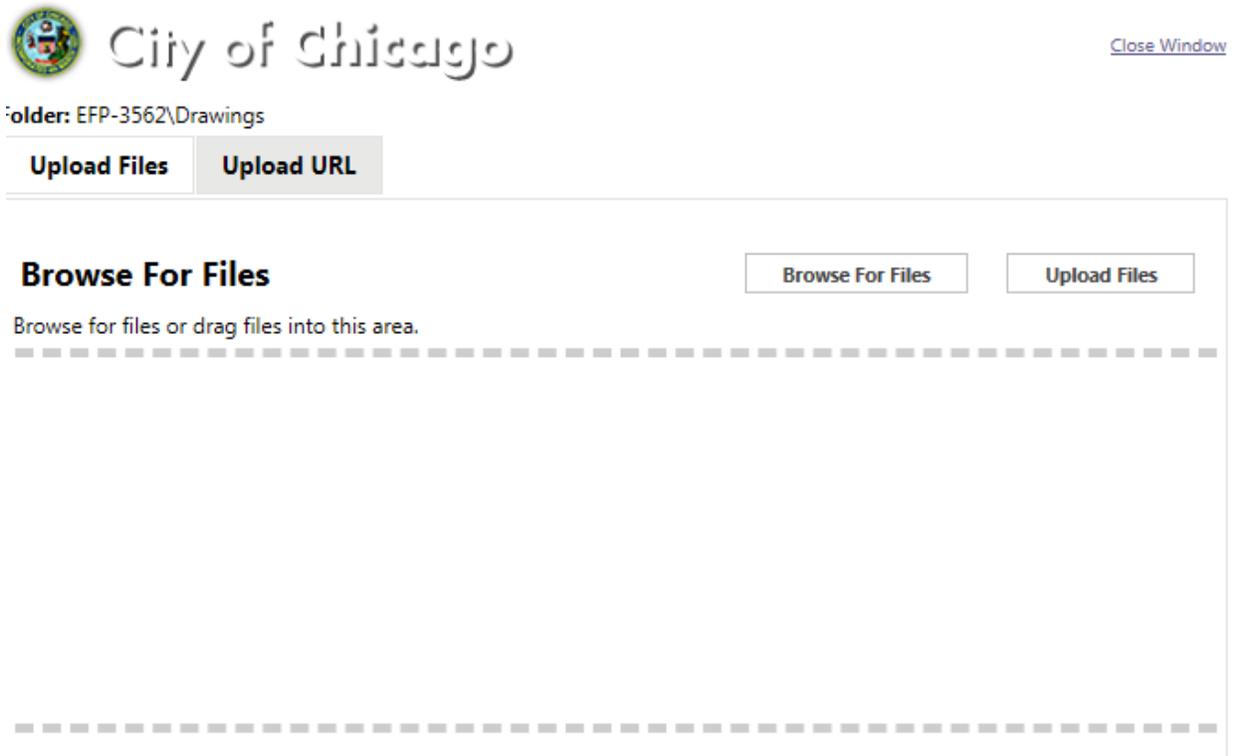
- ☰ **EFP-3562**
  -  [Drawings](#) (1 Files - 1 New)
  -  [Documents](#) (1 Files - 1 New)
  -  [Approved](#)
  -  [Quick Review](#)
  -  [Reference](#)



Click on the **Upload Files** button



And the upload screen will appear ([see page 23](#) for instructions on how to upload files)



To respond to comments, click on the **Respond and Resubmit Task** link

* TASK *	PROJECT *	INSTAN.
Contains...	Contains...	Cont

[Respond and Resubmit Task](#)
EFP-3562
EFP-356;  
OUC EFP  
Templat  
9/16/201  
9:37:27 A

Scroll down the form until you see a listing showing the responses and comments from the reviewing agencies:

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
WIDE OPEN WEST	Jai DeptReview jai.depreview@cityofchicago.org	Approved - Permit Issuance Authorized	WOW not involved	
ATT ILLINOIS SBC	Sheetal DeptReview Sheetal.depreview@cityofchicago.org	Approved with Conditions	Facility support needed	
ATT LOCAL NETWORK	Sheetal DeptReview Sheetal.depreview@cityofchicago.org	Approved - Permit Issuance Authorized	N/a	
BUREAU OF FORESTRY	Sheetal DeptReview Sheetal.depreview@cityofchicago.org	Conflict - Corrections Required - Permit Issuance Not Authorized	Need BOF permit and Fee	
CDOT DIM PCO	George Keck gkeck2@cdotutilitypmo.org	Approved with Conditions		

You can enter a reply to the reviewer comments in the **Applicant Comments** field to the right of the reviewer comment. You should provide the details of any revisions in this comment field.

**Applicant Comments**

Need BOF permit and Fee	Paid
-------------------------	------

You have the option of adding or removing group members ([see page 25](#))

**Add Group Members**

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	View <span style="font-size: small;">▼</span> <span style="float: right;">Invite User</span>

**Remove Group Members**

Remove from Group	User
View <span style="font-size: small;">▼</span>	Michael Collins (mcollins@avolvesoftware.com) <span style="float: right;">Remove User</span>

If you want to request an agency to re-review the project, click on the box to the left of the agency name (please include any agency that had a prior conflict). OUC staff will review your request and will have the final decision if any additional reviews are required.

Please select the appropriate reviews that are required for the next cycle --- Plan Review Routing

<input type="checkbox"/>	ABOVENET ZAYO COMM
<input type="checkbox"/>	ATT ILLINOIS SBC
<input type="checkbox"/>	ATT LOCAL NETWORK
<input checked="" type="checkbox"/>	BUREAU OF FORESTRY
<input type="checkbox"/>	CDOT DIM PCO
<input type="checkbox"/>	CDOT ELECTRICAL
<input checked="" type="checkbox"/>	CDOT ENGINEERING

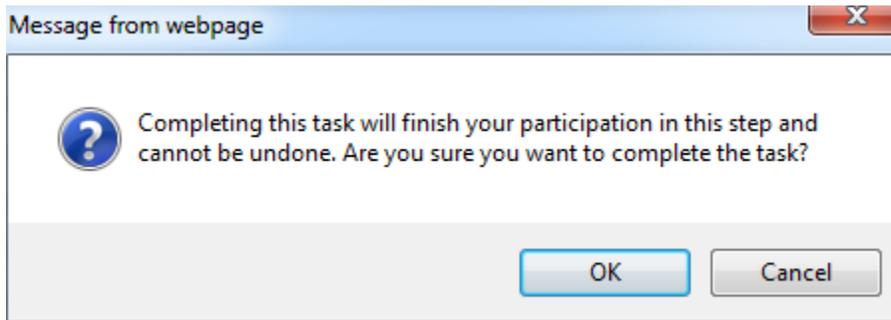
You need to certify that you have addressed the project issues by clicking on the box to the left of each issue.

- 
- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
  - I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
  - I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.
- 

- I have reviewed and addressed
- I have reviewed and addressed
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Click on the **Resubmit to Jurisdiction** button to send your responses back to the OUC

Resubmit to Jurisdiction



You will need to repeat this process until the project is approved (PIA).

### Approved Project (PIA):

When your project is approved you will receive an email indicating that the review is PIA. For projects in the public right-of-way you will need to provide this email to the CDOT Permit Office when requesting your construction permit

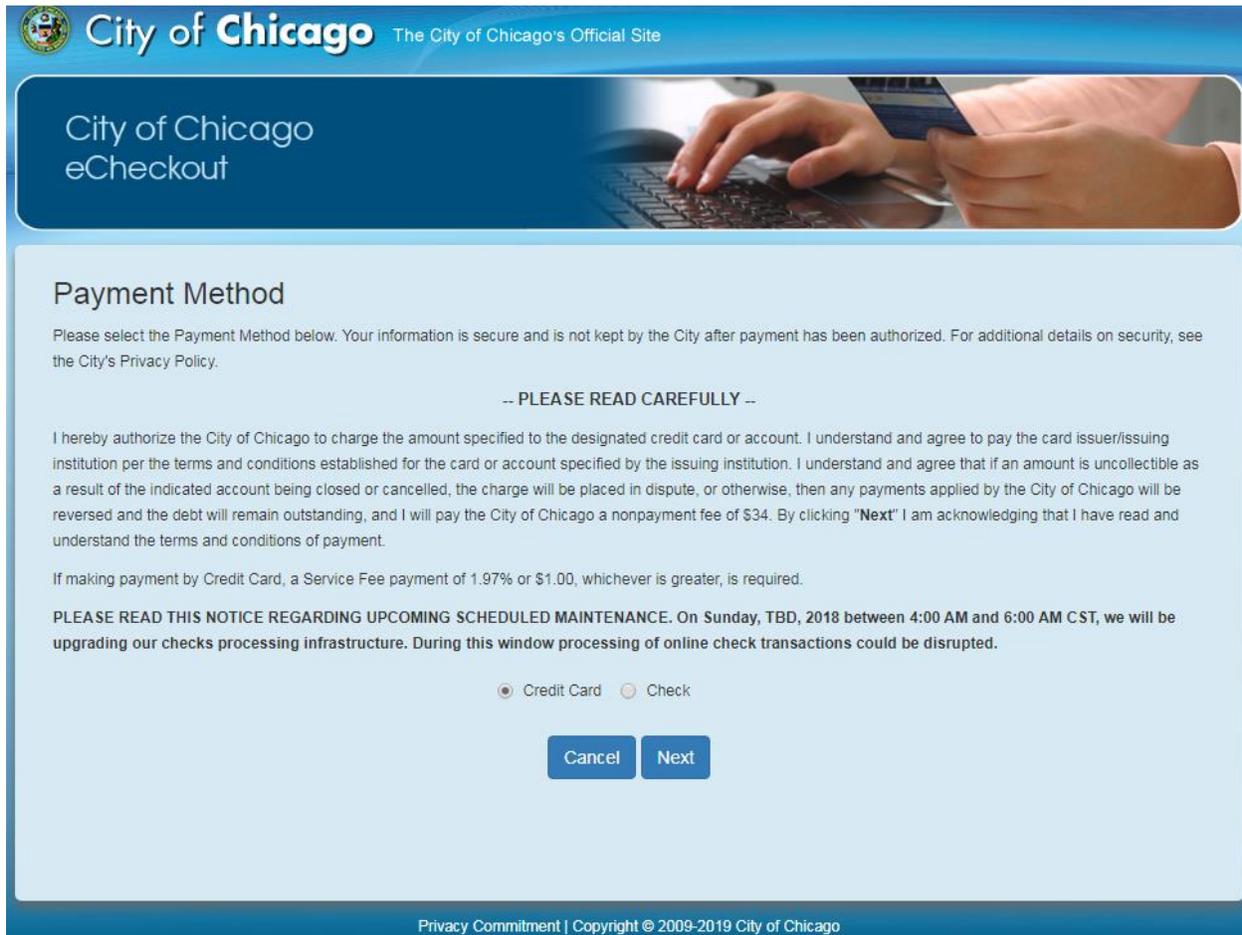
OUC Approvals are valid for six months within the Central Business District (CBD) and one year outside the CBD.

You can also access the approved drawing (which will have an OUC approve stamp) from the projects Approved folder



## APPENDIX I – CITY ON-LINE PAYMENT PORTAL:

### General Information:



The screenshot shows the City of Chicago eCheckout payment method selection screen. At the top, there is a blue header with the City of Chicago logo and the text "The City of Chicago's Official Site". Below the header is a banner image showing hands typing on a laptop keyboard and holding a credit card. The main content area is light blue and contains the following text:

### Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of \$34. By clicking "Next" I am acknowledging that I have read and understand the terms and conditions of payment.

If making payment by Credit Card, a Service Fee payment of 1.97% or \$1.00, whichever is greater, is required.

**PLEASE READ THIS NOTICE REGARDING UPCOMING SCHEDULED MAINTENANCE.** On Sunday, TBD, 2018 between 4:00 AM and 6:00 AM CST, we will be upgrading our checks processing infrastructure. During this window processing of online check transactions could be disrupted.

Credit Card  Check

Cancel Next

Privacy Commitment | Copyright © 2009-2019 City of Chicago

You will be able to pay either by Credit Card or by Check. Click the radio button next to the payment method of your choice and click the next button

## Credit Card Payment:

### Service Fee Agreement

You have decided to pay \$50.00 by credit card, which requires a service fee of \$1.00, for a total amount paid by your credit card of \$51.00. Select Continue to agree to pay the total amount above by credit card. Select 'Cancel' to pay by check.

If paying by credit card a service fee notification will appear. Click the next button if you agree to pay the service fee. If you wish to pay by check, click the Cancel button and select the Check radio button on the previous screen to continue.

If you click on the payment by credit card option, the following screen will appear:

### Credit Card Information

Please enter your credit card information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After **15 minutes** your session will be automatically cancelled. Required fields are indicated by \*.

Credit Card Type (*)	<input type="text" value="Visa"/>	
Credit Card Number (*)	<input type="text"/>	Please enter the credit card number, without any spaces or hyphens between the numbers
Expiration Date (*)	<input type="text" value="MM"/> <input type="text" value="YYYY"/>	
CVV/Verification # (*)	<input type="text"/>	<b>Visa, Mastercard and Discover:</b> Turn the card over. Enter the last three digits printed at the far right side of the signature box. <b>American Express:</b> Look for the 4-digit code printed on the front of your card, just above and to the right of the card number
Name (*)	<input type="text"/>	Please enter the cardholder name as it appears on the credit card
Street Address (*)	<input type="text"/>	Please enter the credit card billing address
City (*)	<input type="text"/>	
State (*)	<input type="text" value="Illinois"/>	
Zip/Postal Code (*)	<input type="text"/>	

Fill in all the information requested.

Use the drop downs to select credit card type:

Credit Card Type (*)	Visa ▼
Credit Card Number (*)	Visa MasterCard American Express Discover

### Credit Card Information

Please enter your credit card information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After **15 minutes** your session will be automatically cancelled. Required fields are indicated by \*.

Credit Card Type (*)	MasterCard ▼	
Credit Card Number (*)	5444009999222205	Please enter the credit card number, without any spaces or hyphens between the numbers
Expiration Date (*)	09 ▼ 2020 ▼	
CVV/Verification # (*)	107	<b>Visa, Mastercard and Discover:</b> Turn the card over. Enter the last three digits printed at the far right side of the signature box. <b>American Express:</b> Look for the 4-digit code printed on the front of your card, just above and to the right of the card number
Name (*)	Ima Test	Please enter the cardholder name as it appears on the credit card
Street Address (*)	200 N Spring St	Please enter the credit card billing address
City (*)	Los Angeles	
State (*)	California ▼	
Zip/Postal Code (*)	90038	

[Back](#) [Reset](#) [Next](#)

Click on the <Reset> button to clear your entry or the <Next> button to proceed. If the <Next> button is pressed a confirmation screen will come up:

## Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the 'Edit Payment Information' button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to **30 minutes** to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

### Order Information

Item	Description	Quantity	Amount
Admin Fee	Admin Fee	1	\$50.00
CC_FEE	Credit Card Service Fee	1	\$1.00
<b>Total Payment Amount:</b>			<b>\$51.00</b>

### Payment Information

Name: Ima Test  
Address: 200 N Spring St, Los Angeles, CA 90038  
Card #: 5444xxxx2205  
Exp Date: 09/20

To submit this order, please click the "Submit Payment" button only once.

Edit Payment Information

Submit Payment

To make a change click on the <[Edit Payment Information](#)> button to submit the payment, choose the <[Submit Payment](#)> option.

## Payment by Check:

If you picked the payment by check option,

## Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of \$34. By clicking "Next" I am acknowledging that I have read and understand the terms and conditions of payment.

If making payment by Credit Card, a Service Fee payment of 1.97% or \$1.00, whichever is greater, is required.

**PLEASE READ THIS NOTICE REGARDING UPCOMING SCHEDULED MAINTENANCE. On Sunday, TBD, 2018 between 4:00 AM and 6:00 AM CST, we will be upgrading our checks processing infrastructure. During this window processing of online check transactions could be disrupted.**

Credit Card  Check

Cancel

Next

the following screen will appear:

### Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have **15 minutes** to complete the checkout process. After ten minutes your session will be automatically cancelled. Required fields are indicated by \*.

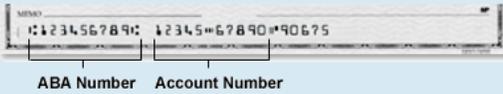
ABA/Routing Number (\*)  Please enter the routing number, without any spaces or hyphens between the numbers

Bank Account Number (\*)  Please enter the account number, without any spaces or hyphens between the numbers

Name on Account (\*)  Please enter the account holder name

Bank Account Type (\*)  Personal  Business Please enter the account type

If your bank account has fraud protection please call Customer Services at 312-747-4747 to get the City's identification number. This will need to be provided to your bank before making the payment.



ABA Number Account Number

Fill in all the information requested.

### Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have **15 minutes** to complete the checkout process. After ten minutes your session will be automatically cancelled. Required fields are indicated by \*.

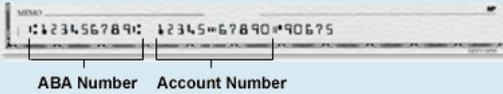
ABA/Routing Number (\*)  Please enter the routing number, without any spaces or hyphens between the numbers

Bank Account Number (\*)  Please enter the account number, without any spaces or hyphens between the numbers

Name on Account (\*)  Please enter the account holder name

Bank Account Type (\*)  Personal  Business Please enter the account type

If your bank account has fraud protection please call Customer Services at 312-747-4747 to get the City's identification number. This will need to be provided to your bank before making the payment.



ABA Number Account Number

*Note: you will need to indicate if you are using a business or personal checking account.*

Click on the **<Reset>** button to clear your entry or the **<Next>** button to proceed. If the **<Next>** button is pressed a confirmation screen will come up:

### Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the 'Edit Payment Information' button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to **30 minutes** to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

#### Order Information

Item	Description	Quantity	Amount
Admin Fee	Admin Fee	1	\$50.00
<b>Total Payment Amount:</b>			<b>\$50.00</b>

#### Payment Information

Name: Ima Test  
Account #: 232323232  
Routing #: 071000013

To submit this order, please click the "Submit Payment" button only once.

[Edit Payment Information](#) [Submit Payment](#)

To make a change click on the **<Edit Payment Information>** button to submit the payment, choose the **<Submit Payment>** option.

### Payment Verification:

Regardless which payment method you selected, once payment is submitted a confirmation page will appear on your screen.



Home Profile

### Application Request Confirmation

#### Thank You!

**Applicant:** Ima Test  
**Signature Date:** 9/12/2019 4:00:24 PM  
**Request Number:** EFP-3551  
**Request Name:** EFP - Payment by eCheck  
**Amount:** \$50.00  
**Order #:** a2c10d  
**Approval #:** 26450804

Print

Please print and retain for your records. A payment receipt will also be emailed to you.

### City Of Chicago - Online Payment Receipt

Getting too much email? [Unsubscribe](#)



info@cityofchicago.org

Thu 9/12/2019 4:00 PM



Thank you for your online payment to the City of Chicago. The details of your payment are included with this receipt. Please retain for your records.

Payment Date: Sep 12, 2019  
Payment Details:  
Admin Fee - Admin Fee - \$50.00  
Total: \$50.00

Paid by: Online Check  
Account Number: \*\*\*\*3232

Transaction ID: 890504 - a2c10d  
Approval Code: 26450804

Sincerely,

City of Chicago  
Online Payment Processing Center

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

## APPENDIX II – REPORTS:

There are several system reports that will be helpful to you in determining the current status of your requested review.

Under the Projects tab

Tasks (PF)   Tasks (PD)   **Projects**

**All Projects**   Refresh   Save Settings

PROJECT *	OPTIONS *	DESCRIP
▽ Contains...		▽ Con
<a href="#">E2019-501040</a>	  	Propose via open
<a href="#">EFP-1062</a>	  	2019-84

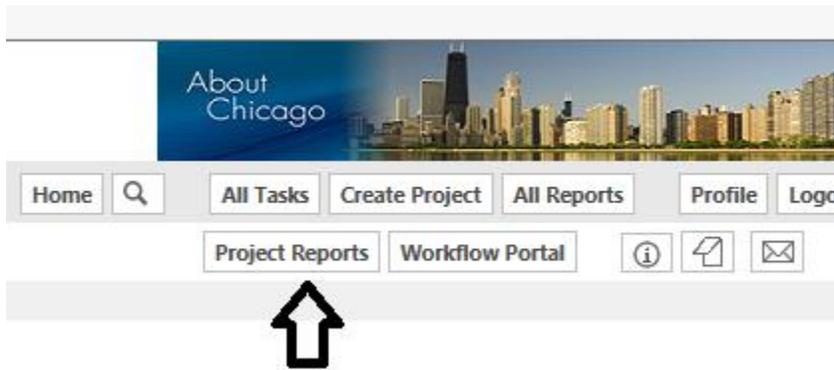
Query for the project you want to check the status of

▽ EFP-1242

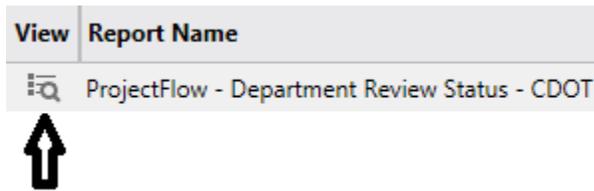
[EFP-1242](#)     

1 - 1 of 1 records

Click on the project and then click on the Project Reports button on the top right of the form



Search for one to the following reports and click on the [left](#) of the report name to run the report.



### ProjectFlow – Department Review Status - CDOT

Shows status of project (completed) reviews

### ProjectDox

#### Department Review Status Report

<b>Project Name:</b>	EFP-3562
<b>Workflow Started:</b>	09/16/2019 9:37 AM
<b>Report Generated:</b>	09/16/2019 02:09 PM
<b>Project Description:</b>	Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue.
<b>Project Status:</b>	Applicant Corrections
<b>Project Location:</b>	4761 to 4824 N HAMLIN AVE.

Cycle	Department	Reviewer	Email	Status	Date Assigned
1					

Cycle	
1	

Cycle	Department	Reviewer	Email	Status	Date Assigned	Date Completed	Reviewer Comments	Applicant Com
	ATT ILLINOIS SBC	Sheetal DeptReview	Sheetal.deptreview@cityofchicago.org	Approved with Conditions	09/16/2019 10:56 AM	09/16/2019 12:20 PM	Facility support needed	
	ATT LOCAL NETWORK	Sheetal DeptReview	Sheetal.deptreview@cityofchicago.org	Approved - Permit Issuance Authorized	09/16/2019 10:56 AM	09/16/2019 12:21 PM	N/a	
	BUREAU OF FORESTRY	Sheetal DeptReview	Sheetal.deptreview@cityofchicago.org	Conflict - Corrections Required - Permit Issuance Not Authorized	09/16/2019 10:56 AM	09/16/2019 12:24 PM	Need BOF permit and Fee	Paid
	CDOT DIM PCO	George Keck	gkeck2@cdotutilitypmo.org	Approved with Conditions	09/16/2019 10:56 AM	09/16/2019 12:05 PM		
	CDOT ELECTRICAL	George Keck	gkeck2@cdotutilitypmo.org	Approved - Permit Issuance Authorized	09/16/2019 10:56 AM	09/16/2019 12:41 PM		
	CDOT ENGINEERING	George Keck	gkeck2@cdotutilitypmo.org	Conflict - Corrections Required - Permit Issuance Not Authorized	09/16/2019 10:56 AM	09/16/2019 12:43 PM		Corrections m

## Current Project – Transmittal Review Form - CDOT:

Shows the OUC Transmittal Form and all activity history within a cycle



City of Chicago  
 Department of Transportation  
 Office of Underground Coordination  
 30 N. LaSalle St., Suite 310, Chicago, IL 60602  
 Phone# (312) 744-4828



### Transmittal Review Form

Status:	In Review
OUC File #:	EFP_3562
Response Required Date:	3/16/2020

Author:	Submitting Agency:
Name: Ima Test	Name: Ima Test
Company: CDOT - In House Construction	Agency: CDOT - In House Construction
Address 1: 1501 W. Pershing Rd.	Address 1: 1501 W. Pershing Rd.
Address 2: None	Address 2: None
City: Chicago	City: Chicago
State: IL	State: IL
Zip: 60609	Zip: 60609
Phone: (312) 744-4141	Phone: (312) 744-4141
Email: mdlin@spaantech.com	Email: mdlin@spaantech.com

**Project Information:**

Project Description: Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue.

Are manhole/handhole installations planned in the public way? Yes

Number of Manholes: 2

Tunneling (Includes Directional Boring) Variance Request? No

Excavation or penetration approaching 12 feet or more? Yes

Do you have one of the following? CDOT GeoTech Project Number: DOT-091619

Project Number: 18-01-106

Construction Date: 10/16/2019

**Project Location:**

Address 1: 4761 to 4824 N HAMLIN AVE.

Address 2:

Project Coordinator 1: Ima Test

Email: mdlin@spaantech.com

Phone: (312) 000-0000

Project Coordinator 2:

Email:

Phone:

### Files

Name	File Name	File Size (kB)	Version	Upload Date	Page Count	Sheet Size	Last Mod Date
Documents	<a href="#">Manhole Justification Letter VZ-ST-1964.pdf</a>	112	1	9/16/2019 9:52:20 AM	1	8.5x11.0	9/16/2019 9:52:20 AM
Drawings							

**Checklist Items**

Grouping	Cycle	Ref #	Group Name/Updated By	Type	Category Type	Reviewer Comment	Applicant Response	Status	Last Updated
Main Workflow	1	1	CHICAGO PARK DISTRICT Matthew Peterson	EFF	Department Review	Project does not affect existing facilities		Unresolved	09/16/2019 11:03 AM
		2	COMCAST Matthew Peterson	EFF	Department Review	Project location interferes with existing facilities - Facility relocation required		Resolved	09/16/2019 11:04 AM
		3	COMCAST Matthew Peterson	EFF	Department Review	Project location interferes with existing facilities - Facility support required		Unresolved	09/16/2019 11:05 AM
		4	COMED DISTRIBUTION Matthew Peterson	EFF	Department Review	Permit Issuance Authorized		Unresolved	09/16/2019 11:06 AM
		5	COMED TRANSMISSION Matthew Peterson	EFF	Department Review	Conflict Resolved by Project Coordinator		Resolved	09/16/2019 11:06 AM
		6	CTA MAINTENANCE Matthew Peterson	EFF	Department Review	Project affects existing service line(s)		Resolved	09/16/2019 11:07 AM
		7	CTA TRAFFIC Matthew Peterson	EFF	Department Review	Project does not affect existing facilities		Info Only	09/16/2019 11:08 AM
		8	MWRD Mark Delin	EFF	Department Review	Project affects existing facilities		Unresolved	09/16/2019 11:18 AM
		9	MCI METRO ATS WU Mark Delin	EFF	Department Review	Project location interferes with existing facilities - Facility support required		Unresolved	09/16/2019 11:29 AM
		10	LEVEL 3 LOOKING GLASS Mark Delin	EFF	Department Review	Permit Issuance Authorized		Unresolved	09/16/2019 11:31 AM
		11	CDOT DIM PCO George Keck	EFF	Department Review	Project does not affect existing facilities		Unresolved	09/16/2019 11:35 AM
		12	CDOT ELECTRICAL George Keck	EFF	Department Review	Project affects existing facilities		Unresolved	09/16/2019 11:35 AM

**Office of Underground Coordination Member Response**

Cycle	Responded By	Date Completed	Status	Reviewer Comments	Applicant Comments
1					

**OUC Project Manager Comments**

Cycle	Date Started	Date Completed	Resubmit Coordinator Comments	Resubmit Applicant Comments
1	9/16/2019 10:56:38 AM			

*This OUC Review will expire 6 months after the response required date within the area bounded by North Ave., Halsted Ave., Cermak Rd., and Lake Michigan and one year from the response required date outside of these limits.*

**End of Transmittal & Review Form**

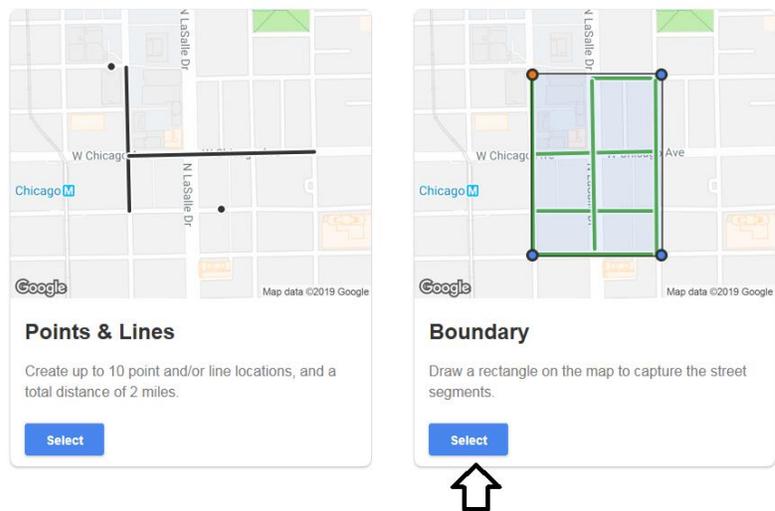
### APPENDIX III – IR BOUNDARY SELECTION OPTION:

For IR reviews you have the option of selecting a boundary (i.e., rectangle containing work area) instead of using either a project point or line. Click on the **Change Input Mode** link (located on the top of the page) to proceed



You can enter up to 10 locations and a total distance of 2 miles. (0.00 / 2.0 miles)

Select the Boundary mode



Click on the map to indicate the starting point. Place the cursor over that point, then left click and hold. Drag the mouse to draw a rectangle.



PROJECT REQUEST

## Enter Project Locations

[Change Input Mode](#)

Set the starting point, then drag diagonally to complete the boundary. A boundary cannot cover more than 6 blocks (equivalent to 2,613,600 ft<sup>2</sup>).

### Starting Point



106 W WASHINGTON ST

Enter address or intersection.

### BOUNDING STREETS

**North:** W WASHINGTON ST

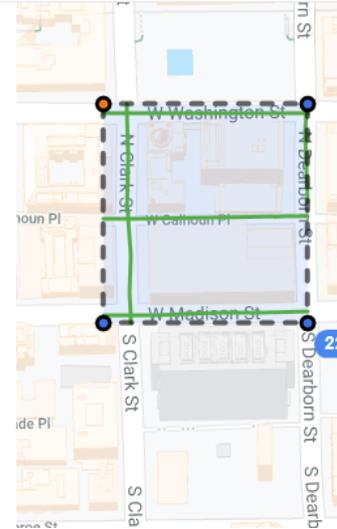
**East:** N DEARBORN ST

**South:** W MADISON ST

**West:** CLARK ST

Show streets captured in the area

[Clear Boundary](#)



Click on the **Save** button

**Save**

## APPENDIX IV – STANDARDS:

Standards allow for easy identification of drawings by naming convention in order to facilitate the most efficient review.

### Folder Structure:

- All drawings shall be placed in the “Drawings” folder for each project.
- All documentation (non-drawing files such as manhole justification letter) shall be placed in the “Documents” folder for each project.
- IR location map should be placed in the “Drawings” folder.
- Files for completed and approved reviews will appear in the “Approved” folder. This folder will not be available until project completion.

### File Naming Standards:

- **Drawings** should be named after the project (e.g., EFP-#####) and should be saved as a single .DWF file with multiple sheets in the “Drawings” folder.
- When submitting revisions, keep the file name the same and save as a single .DWF file with multiple sheets in the “Drawings” folder.
- IR location map should be saved as a .PDF in the “Drawings” folder and should be named after the project (e.g., IR-#####).

### Folder Type Standards:

The ProjectDox review software does not modify plans; it creates a separate layer for the reviewers’ comments and markups. Plans and other documents may be submitted in the following formats:

- Drawings: .DWG
- Supporting Documents: .DOC; .XLS; .TXT; .PDF; .JPEG

### Special Instructions for Small Cell/DAS Reviews:

In the project description field (*see page 13*) indicate if the Small Cell/DAS installation will be on a City or non-City pole using the following code:

- DASC for installations on City Poles
- DASU for installations on non-City (Utility) Poles

## APPENDIX V – HOW TO REQUEST A NEW COMPANY BE ADDED:

When entering a request if your agency is not appearing in the Company field follow the instructions appearing below the company field to request your agency be added to the software:

Company \*

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this [link](#) to submit a new agency request. You will be notified by email once your request is approved.

Please select your agency from that list. If your agency does not appear, please click on this [link](#) to submit a new agency request.



The following form will appear for you to fill out and submit:



City of Chicago  
Department of Transportation  
Office of Underground Coordination  
30 N. LaSalle St., Suite 310, Chicago, IL 60602  
Phone: 312-744-4828 | Fax: 312-742-3138



### Request a Company

Submit Request

Company Name

Agency Type

Address Line 1

Address Line 2 Optional

City

State

Zip Code

Contact Name

Contact Phone

Ext. Optional

Contact Email

Fax Optional

Mobile Optional

Submit Request

When all the required fields are filled in you will be able to submit the request by clicking on

Submit Request

The OUC will review to confirm that the agency is not currently in the system and you will be notified by email once the request is processed. Typically, you will be notified within one business day.

## APPENDIX VI – SYSTEM REQUIREMENTS:



ProjectDox® Component Customer Installation v.9

---

### System User Requirements



4835 East Cactus Road Suite 420  
Scottsdale, Arizona 85254  
Phone: 602.714.9774  
[www.avolvesoftware.com](http://www.avolvesoftware.com)

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## About this Guide

Welcome to ProjectDox, before using the ProjectDox system for the first time, please verify the following items are disabled and/or installed on your system. The following pages will provide you information on how to configure these items for access to collaborate and review your information electronically, 24/7.

- Pop-up Blocker disabled (if applicable)
- ProjectDox Components installed

Icon	Represents
	Caution
	If not done correctly, roadblock
	Good to know



## 1 General Information

### 1.1 Requirements

The Matrix below displays the requirements needed for each browser to interact properly with the ProjectDox application, as of publication.

Requirements	Internet Explorer 11*	Firefox	Chrome	Apple Safari	Edge
Configure Pop-up blocker	X	X	X	X	X
Added to Trusted Site	X				
Disabling the UAC	X				
Install of ProjectDox Components (one-time only)	X				
Enabling the UAC	X				

### 1.2 Pop-Up Blocker

ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received, it is likely that a pop-up blocker is preventing the main project window from opening. You need to allow ALL pop-ups for the ProjectDox site. You can do this in one of two ways:

1. Disable pop-up blockers entirely.
2. Configure blocker to allow pop-ups for specified sites. (recommended)

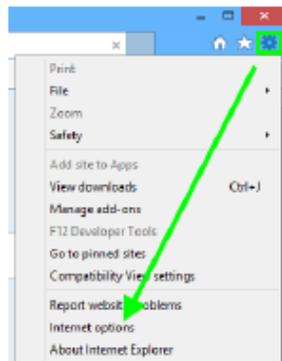
In the following sections, you will find information that will assist in setting up the allowance of pop-ups for several browsers. If after going through the steps you still have difficulty with the ProjectDox application, verify your system has no other pop-up blockers installed.

- Google Search bar is installed, it contains its own pop-up blocker that will need to be disabled.
- Antivirus software can cause similar behavior, review the enforced rules
- Check system anti-virus logs to see if that software may be blocking the site from displaying. If the anti-virus is blocking the installation, add the necessary exceptions.

## 2 Internet Explorer 11

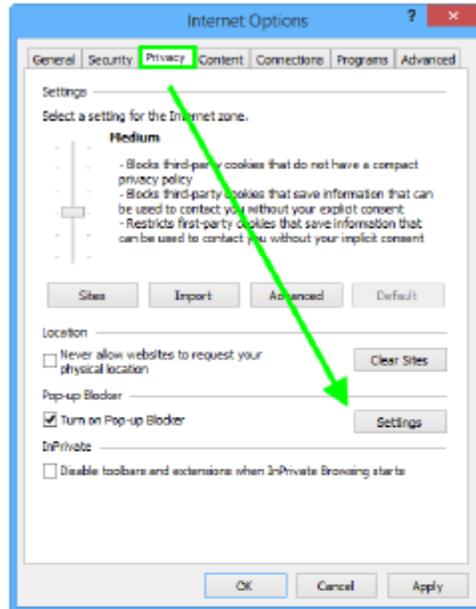
### 2.1 Configure Pop-Up Blocker

1. Select the Tools icon in the top right corner.
2. Choose Internet Options from the dropdown.





3. Select the Privacy tab and, in the *Pop-up Blocker* section, click the **Settings** button.



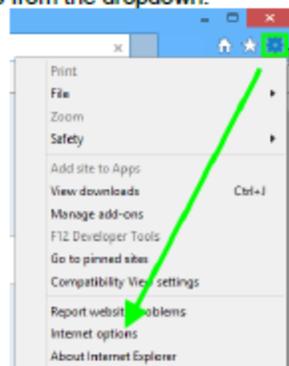
4. Type the ProjectDox URL in the field within the *Exceptions* area, then click **Add**.



5. Close the window, then click **OK** in the *Internet Options* window.

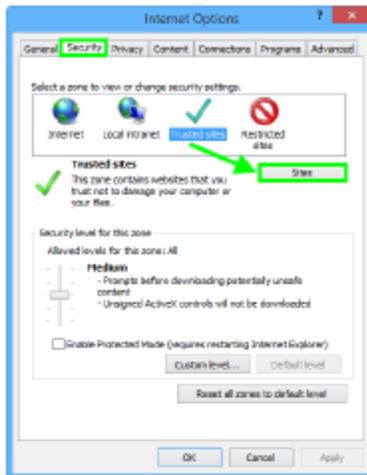
## 2.2 Adding ProjectDox as a Trusted Site

1. Select the **Tools** icon in the top right corner of the browser.
2. Choose **Internet Options** from the dropdown.

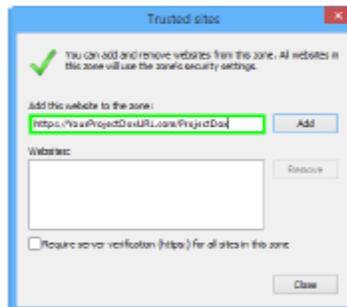




3. In the *Security* tab, click **Trusted sites** to highlight, then click the **Sites** button.



4. Enter the URL in the field, then click **Add**.



5. Close the window, then select **OK** in the *Internet Options* window.

## 2.3 Disabling the UAC

Disabling of the UAC control should be discussed with your network administrator prior to making changes to your system, if applicable.

### 2.3.1 Client Hardware and O/S Specifications

Uniform specifications on end-user hardware, software capabilities and configuration will have a big impact on the end-user experience. We recommend deploying (at most) two types of end-user hardware with standard configurations.

Client Specifications	
Operating System	Windows 10, Windows 8 (32/64 bit), Mac OS 10, iPad, Windows Tablet
Processor	Dual Core or Quad Core Processors 2.0 GHz or faster
Memory	8 GB RAM



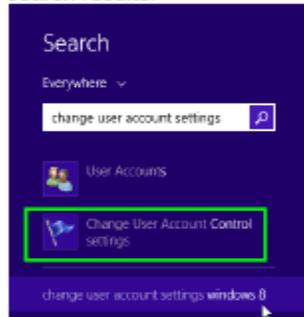
Browser Cache	In Internet Explorer, this is 50MB by default and in most browsers, it can be increased to 250MB or up to 1GB
Graphics Card	Single Monitor Support - Dedicated Graphics Card with Minimum 1GB Memory, Dual Monitor Support - Dedicated Graphics Card with Minimum 2GB Memory
Recommended Web Browsers	Internet Explorer 11 (32-bit only), Edge, latest releases of Chrome, Safari, and Firefox.
Display	22" or larger with at least 1920 x 1080 screen resolution

2.3.2 Windows 8 & 10

1. Select the *Windows* key on your keyboard.



2. When the menu appears, start typing "Change User Account Settings." It will initiate a search.
3. Select the following from the search results.



4. Click and drag the slide control to *Never Notify*.
5. Click OK and restart your system. This must be done for the UAC changes to take effect.

*The user's permissions level/rights will affect how the UAC works.*

- A  reboot will be required for the change to take effect.

## 2.4 Installing ProjectDox Components

ProjectDox requires the installation of ActiveX controls to be able to perform certain actions: uploading files, downloading files, viewing files, and viewing help information. There are two ways users can install the controls:

The link to an MSI file for installing the ActiveX controls is available from the login screen.

<a href="#">Install ProjectDox Components</a>	To create a desktop shortcut, click and drag the icon below to your desktop. 	<a href="#">Click here</a> to add ProjectDox to your Favorites.
---	---	---



If the user's network requires administrative access to download ActiveX controls, the user will **NOT** be prompted, nor will the MSI on the login screen install. The user will need to contact their network administrator to get access to download these controls.

If using the MSI from the login page, the user can accept the defaults to run the MSI and install the controls. If not using the MSI, then after logging in to the site, the user will be prompted by the browser to install the ActiveX control (yellow bar at top of the screen or at the bottom of the screen, depending on system version) when attempting to view help information, or uploading, downloading or viewing files.

## 2.5 Enabling the UAC

After the installation is complete and each of the actions have been performed once (uploading files, viewing files, downloading files, and viewing help, as applicable) the UAC control can be returned to the former setting. A reboot will be required for the change to take effect.

## 3 Google Chrome

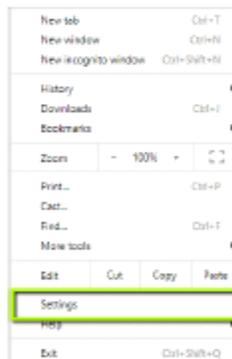
It is recommended that users use the 32-bit version of Chrome; it is known to work better with reports in ProjectDox.



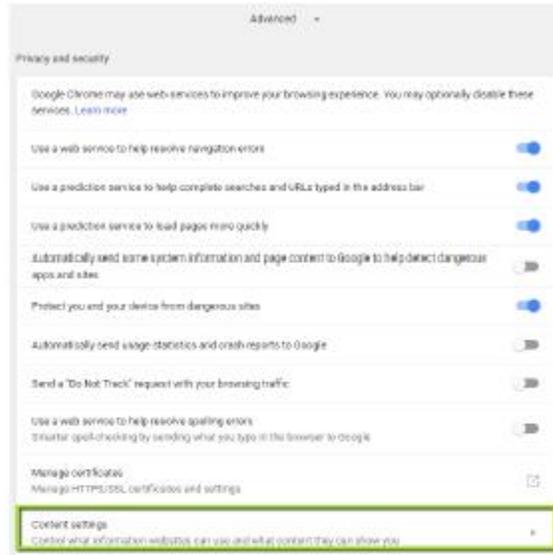
To verify what version of Chrome you are using (32 bit or 64 bit), click on Chrome's menu icon  and select *About Google Chrome*. If it is 64 bit, it will say so in parentheses after the version number.

### 3.1 Configure Pop-Up Blocker

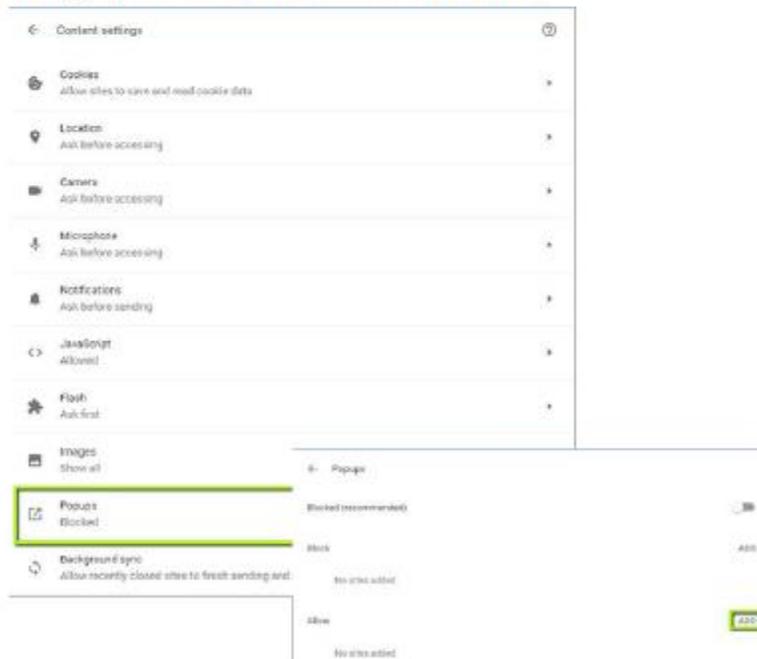
1. In the top-right corner of Chrome, click the Chrome menu icon .
2. Select **Settings**.



3. Click **Advanced**, found at the bottom of the page.
4. Under *Privacy and security*, expand the **Content settings** field.



5. Click **Popups**, click the **Add** button under the **Allow** field.



6. Enter the ProjectDox URL, then click the **Add** button. Close out of **Settings** when finished.



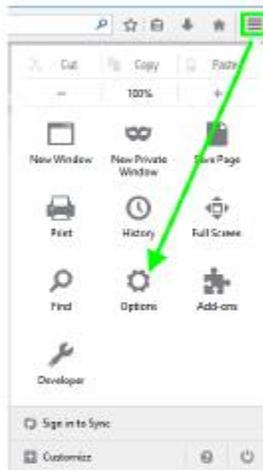
ProjectDox System User Requirements v.9  
Rev. 2018-06-20



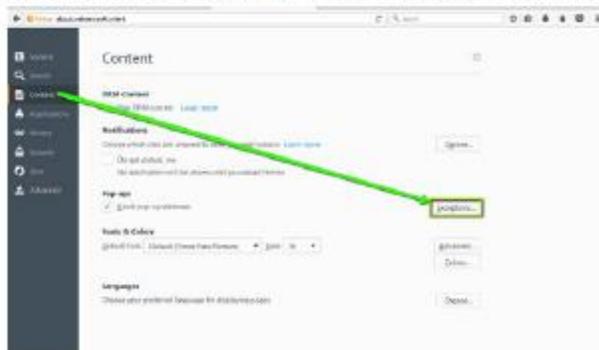
## 4 Firefox

### 4.1 Configure Pop-Up Blocker

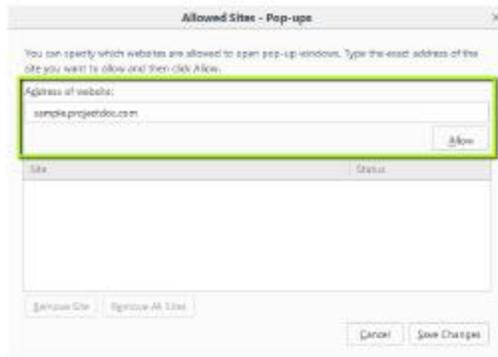
1. Click the menu button and select **Options**.



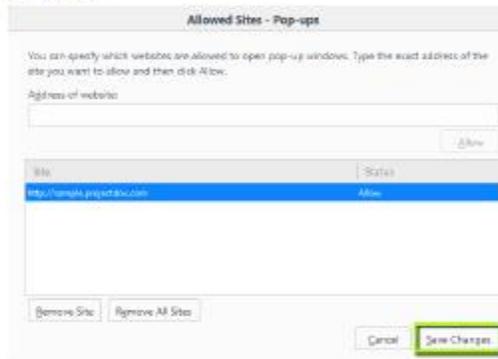
2. Click the **Content** menu, and select the **Exceptions** button next to the **Pop-ups** field.



3. Enter the ProjectDox URL in the available field, then click **Allow**.



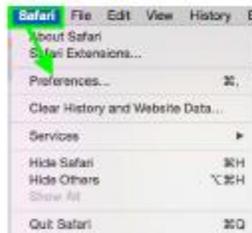
4. Click the **Save Changes** button.



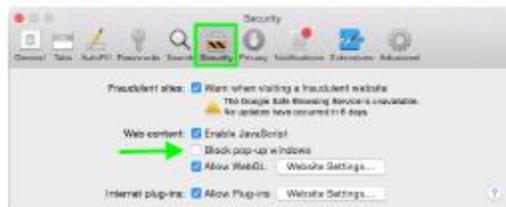
## 5 Safari

### 5.1 Pop-Up Blocker

1. Select **Safari->Preferences**, then click **Security**.



2. In the **Web Content** and **Internet plug-ins** sections, deselect the **Block pop-up windows** checkbox.



3. Close the window.

## APPENDIX VII – FREQUENTLY ASKED QUESTIONS (FAQ):

1. How long is the review process?

The review process is 30 days

2. During the review period, will applicants be able to see the responses as they come in?

You will be able to see responses, attachments, checklist items and any “changemarks” by checking the Transmittal Review Form report

3. If someone does not respond within the review period, does the project stay in ProjectDox as “Under Review” or does it get released with missing responses?

It will say "In-Review" Status. We need all member responses before the project moves to next step (PIA or send back to applicant for corrections)

4. How long does it stay “Under Review” and what is the process for releasing that project?

The project will stay “Under Review” until all reviewing agencies approve the project and all checklist and “changemark” items are resolved. The OUC will release projects within two business days once all requirements are met.

5. Can a bounding box be used for EFPs?

No, boundary boxes can only be used for IRs

6. Will we be able to add a boundary box for IRs or do we draw lines for our entire area like we do for EFPs?

Boundary box site selection is available for IR requests, by clicking on the “Change input mode” button

7. How long will it take until a project appears in dotMaps?

Once the project enters the "In Review" state, the response required date should be available and the project will be added to dotMaps within 40 seconds. If there are no reviewers assigned to the project, dotMaps will not be able to obtain a response required date and dotMaps will wait additional time up to 2 minutes, attempting to retrieve a response required date before adding it to the dotMaps map. If no date is obtained after 2 minutes, the project is added with a start of today.

8. Once an EFP form and drawing are submitted, how long does the Prescreen process take?

It depends on OUC Staffing Level, the goal is 2 Working Days

9. When entering an EFP or IR submittal you are interrupted and have not saved, does the system autosave your last completed entry or last completed section?

It will be saved and can be accessed under the "Saved Applications section.

10. How long of a period of inactivity before the system times out?

Two (2) hours

11. Is there a text limit for the project name?

There is a text limit of 50 characters

12. Is there a text limit for the project description?

There is a text limit of 1,000 characters

13. When drawings are uploaded what is the purpose of adding group members?

Add Group members to provide View (e.g., to a consultant) or Applicant rights (useful if in the event of the primary reviewer going on vacation or a long absence) to other people. You can remove these users if they no longer need access to the project.

14. If deep shore is involved are drawings attached or does the CDOT GeoTech project number pull the drawings over from ConstructWare?

Upload Drawing will verify in ConstructWare. The drawings in ConstructWare and ProjectDox should be same.

15. Are revised drawings are attached by set or by individual sheet?

Drawings are submitted the same way as the original submittal.

16. Where are the comments added by the applicant to describe for OUC the changes that were made?

Applicant Comment Section.

17. When Water Permits and Check Receipts are uploaded to the Project Documents, does the project cycle back to the water department for a 7-day Cycle review or does completion of the checklist item(s) by the Applicant cause it to be progressed to PIA automatically?

YES. Water need to update the Check list status

18. What accuracy is needed to be input in DotMaps to calculate mileage (What happens when installation is 10' past the intersection)?

Enter the information as close as possible to avoid unnecessary conflicts and proper permits.

19. If I have a question regarding the system or encounter a problem who do I contact?

You can mail the OUC at [ouc@cityofchicago.org](mailto:ouc@cityofchicago.org)

## APPENDIX VIII – EXPEDITED REVIEW:

OUC project reviews will be completed within 30 days. If a project owner, or an agency working on their behalf, determines that work must begin in less than 30 days, they can apply for an expedited review. Expedited reviews, which are completed in 15 days, are reserved for emergency situations (e.g., a building’s deadline for services is three weeks from the submittal date). OUC applies a conservative standard when determining if a project warrants an expedited review. Project owners seeking approval for an expedited review must submit their request to [OUC@cityofchicago.org](mailto:OUC@cityofchicago.org) along with the following information:

- plan set;
- detailed explanation of why an expedited review is necessary;
- contractor information; and
- construction schedule.

Expedited review requests must be submitted to OUC before submitting the project. OUC staff will critically review all expedited review requests. Starting in 2020, OUC will apply a review fee (per the following schedule) to every project granted an expedited review. The fee schedule allows different members a specific number of expedited reviews before the fee is applied.

MEMBERSHIP	STANDARD REVIEW FEE	EPEDITED REVIEW FEE	NUMBER OF EXPEDITED REVIEWS BEFORE THE FEE IS APPLIED
Non OUC Member	\$50.00	\$250.00	0
OUC Associate Member	\$0.00	\$250.00	10
OUC Executive Member	\$0.00	\$250.00	25
Sister Agency	\$0.00	\$250.00	0

Expedited reviews are only for Existing Facilities Protection (EFP) reviews. As stated above these reviews are for projects that require immediate construction and must be pre-approved by the OUC. **To ensure that your request is speedily processed, contact the OUC and provide them the project review number once you submit your request for the review to be expedited.**

The system entry process to request an expedited review is the same as any EFP review with a few additional steps.

Prior to selecting the project location(s) in the dotMap Selection section click on the **Save for Later** button at the bottom of the form.



Next click on the **Open DotMAP to Select/View Project Boundaries** hyperlink. A new window will appear where you can enter your project locations. Once you complete entering the project locations click on the **Request an Expedited Review** checkbox.



PROJECT REQUEST

## Enter Project Locations

You can enter up to 10 locations and a total distance of 2 miles. (0.00 / 2.0 miles)

LOCATION 1

Non-street path (including alleys)

Enter address or intersection.

[+ Add End Point](#)

[Add Location](#)

### Request an Expedited Review

If your project requires immediate construction, you can request the review of your project locations to be expedited. Expedited reviews may incur a fee depending on your agency. Expedited reviews are granted on a limited basis, and we cannot guarantee that every request will be approved.

  **Request an expedited review**

## Request an Expedited Review

If your project requires immediate construction, you can request the review of your project locations to be expedited. Expedited reviews may incur a fee depending on your agency. Expedited reviews are granted on a limited basis, and we cannot guarantee that every request will be approved.

**Request an expedited review**

**i** Your agency (**CDOT - In House Construction**) is an OUC Executive Member. Your membership is allowed up to **25 projects** annually for expedited review at no extra cost. Once you reach the allowance, each expedited review will be \$250.00.

**Expedited reviews to date** ..... **0 projects**

**Cost of this expedited review** ..... **\$0.00**

**⚠** THE COST IS NOT FINALIZED UNTIL THE REQUEST IS APPROVED.

Once all the project location(s) have been entered and the **Request an Expedited Review** checkbox is selected, click on the **SUBMIT** button located on the top right of the form.

**Submit**

A message will generate to confirm you are requesting an expedited review.

### Submit Locations

You're requesting an expedited review on the locations you entered. You cannot modify the locations once you submit.

Yes, I understand

Cancel **Submit**

Click the **Yes** checkbox and then the **Submit** button

## Submit Locations

You're requesting an expedited review on the locations you entered. You cannot modify the locations once you submit.

Yes, I understand

Cancel

Submit

The following message will appear instructing you to either stay on the page or check your inbox for information on when you can proceed with the project.



City of Chicago

Department of Transportation  
Office of Underground Coordination  
30 N. LaSalle St., Suite 310, Chicago, IL 60602  
Phone: 312-744-4828 | Fax: 312-742-3138





**You have successfully requested an expedited review on the project locations.**

Your request for expedited review will be processed as soon as possible.  
You cannot modify the locations any further.  
Please stay on this page or check your inbox for updates.

The OUC reserves the right of whether to approve the request or not.



Remember to contact the OUC Office to inform them of this request

You will receive an email informing you of whether the expedited request has been approved or denied (Note: if you stay on the screen the system will refresh after the OUC response to allow you to proceed with the submittal as either an expedited or standard review).

### Approved Expedited Review



City of Chicago  
Department of Transportation  
Office of Underground Coordination  
30 N. LaSalle St., Suite 310, Chicago, IL 60602  
Phone: 312-744-4828 | Fax: 312-742-3138



**Your request has been approved.**

The OUC Administrator has approved your expedited review request. The cost of the expedited review is 250. Please return to the application and complete the rest.

**Denied Expedited Review**



City of Chicago  
Department of Transportation  
Office of Underground Coordination  
30 N. LaSalle St., Suite 310, Chicago, IL 60602  
Phone: 312-744-4828 | Fax: 312-742-3138



**Your request has been denied.**

The OUC Administrator has rejected your expedited review request. You may modify your project locations and re-submit.

You can now proceed with the standard application process.